

BUILDING TECHNICIAN

General Statement of Duties: Performs skilled clerical and technical work in the Building Inspection Department; does related work as required.

Distinguishing Features of the Class: An employee of this class is responsible for managing all office duties within the Building Division. This work is distinguished from other clerical positions by the technical knowledge of building codes, licenses, and permits utilized in performing assigned tasks. Work is performed under general supervision with employee exercising independent judgement. The Building Technician may review or supervise the work of others in the department.

Areas of Accountability: (Illustrative Only)

- Informs general public of zoning requirements, codes, setbacks and other pertinent information.
- Collects permit fees as determined by code;
- Issues and records all licenses and permits of department;
- Processes inspection requests and maintains records of each;
- Prepares monthly and annual billings;
- Organizes and maintains complex files, controls records and indexes files;
- Types correspondence, memoranda, reports, minutes, statistical tabulation and other rough draft copy and/or personally composes routine replies;
- Operates adding machine, calculator, photo copier, and other office machines.

Required Knowledge, Skills and Abilities: Good knowledge of zoning requirements, building codes, licenses, and permits; good knowledge of modern office practices and business math; ability to operate typewriter proficiently and check spelling; ability to read and interpret rules and regulations; ability to work independently; ability to communicate effectively both orally and in writing with the general public, other agencies and City departments; ability to organize records and files.

Acceptable Experience and Training: Prefer completion of a standard high school course with considerable experience in a responsible clerical position or any combination of experience and training which provides the required knowledge, skills, and abilities.